

**CLASS TITLE: DEPUTY COMPACT ADMINISTRATOR -
 ADULT PROBATION AND PAROLE**

**Class Code: 02827600
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the planning, coordinating, and directing of all adult interstate probation and parole functions on a statewide basis; to be responsible for the coordination and review of a small staff engaged in interstate work; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision and receives general and specific assignments and instruction; possesses latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports to ensure conformance with prescribed interstate and departmental policies and standards.

SUPERVISION EXERCISED: Coordinates and reviews the work of clerical and technical staff members; confers with and advises subordinates on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assign, coordinate, and review, work of clerical and technical staff members; confers with and advises subordinates on difficult problems.

To review all requests for interstate supervision to and from other states to ensure accuracy and thoroughness.

To prepare and forward all requests for out of state supervision to the receiving state's compact office.

To forward to a supervisor recommendations for acceptance or rejection and notify other states of decisions; upon acceptance forward case to local office for assignment.

To issue reporting instructions as requested as by other compact offices.

To screen incoming probation and parole cases for criminal background, outstanding warrants, and for compliance with RI laws regarding registering with local law enforcement agencies.

To transmit violation reports and accompanying police narratives to sending states and to make administrative recommendations thereon.

To be responsible for the resolution of problem issues with other compact offices.

To monitor a caseload of probationers/parolees who are supervised by other states.

To provide progress reports to Rhode Island courts as required on all cases being supervised in other states.

To be responsible for filing warrant requests to the Attorney General's Department in situations where a violation of probation has occurred in a case being supervised by another state.

To initiate parole warrant requests upon notification of a parole violation.

To initiate extradition procedures and arrange for the return of probation and parole violators to the state of Rhode Island from other states.

To request a Governor's warrant in situations where extradition arising from violations of probation or parole is being contested.

To assist in the formulation, application and evaluation of policies, rules, procedures, and standards relevant to interstate compact work.

To be responsible for the compilation and reporting of statistical data.

To interpret interstate compact policies and procedures to related criminal justice professionals and staff.

To represent Rhode Island at regional and national interstate compact conferences.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the principles, practices and techniques of probation and parole; a working knowledge of the interstate compact and statutes; a working knowledge of the law relating to probation and parole; the ability to coordinate the work of a small staff engaged in interstate compact work; the ability to interact with professionals in compact offices in other states to resolve problems and facilitate effective compact procedures; knowledge of basic statistical methods; knowledge of and ability to operate computerized record and tracking systems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Social Work, Counseling, Psychology, Sociology, Criminal Justice or Education; and

Experience: Such as may have been gained through: considerable employment in a position responsible for providing professional probation and parole and/or juvenile or adult interstate compact services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 20, 1994

Editorial Review: 3/15/03